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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors and Training Directors of All Agencies,
Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: April 12, 2006

SUBJECT: On-line Training – "How to Write a Position Description"

In response to agencies' interest in statewide training initiatives, OHR has developed an on-line training module – "How to Write a Position Description." We hope this will be an effective tool in educating both new and experienced supervisors, as well as a potential resource for employees given the responsibility for writing their own job description. This training module provides useful information about how to complete each section of the position description, along with an overview of the importance of clear documentation of the responsibilities for every job.

This training module is the latest addition to OHR's Virtual Classroom. Below is a direct link for accessing the on-line course:

<http://ohrweb.ohr.state.sc.us/OHR/online-training/virtual-classroom.htm>

If you have any questions, please do not hesitate to contact your HR Consultant at 737-0900.

SLW

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